

COMMUNICATIONS AND MANAGEMENT 2-1

7 July 1967

MEMORANIUM FOR: Director of Economic Research

SUBJECT : Suggestion 67-304

STATINTL

1. The comments on Suggestion 67-304 by [REDACTED] are well taken and cover the subject adequately.

2. The only thing to be added is the note for the record that OER does not justify right-hand margins in its publications that are prepared on conventional typewriters. A few publications are automatically set by PSD with margins justified. We do not expect to justify margins with our new magnetic tape equipment. Under no circumstances will extra time or money be allocated for this purpose.

3. Finally, the idea implicit in the suggestion that justified margins are undesirable for reasons other than cost seems to me to be little more than a private esthetic judgment -- a judgment not shared by professionals in the field.

STATINTL

[REDACTED]  
Chief  
Publications Staff

16 July (miss)

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Suggestion Awards Committee  
Room 412, Magazine Building

EXTENSION

2731

NO.

67-304

DATE

19 June 1967

TO: (Officer designation, room number, and building)

25X1A

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]  
7 E 31, Headquarters

21 June T.M.W.

2. Director, OCI

3 July W.M. Miller for Edg

3. SA/D/OBI  
Director, OBI

6 July [Signature]

4. Director, OER

25X1A

1 - 2,3,4

5. CH/ST/P/OER

May I have your comments?

6. D/OER

7.

8.

9.

10.

11.

Executive Secretary  
Suggestion Awards Committee  
Room 412, Magazine Building

13.

14.

15.

EVALUATION OF EMPLOYEE SUGGESTION <small>(Submit in duplicate)</small>		SUGGESTION NO. <b>67-304</b>
TO: Executive Secretary Suggestion Awards Committee	FROM: <b>Chairman, OL Internal Suggestion Awards Panel</b>	
INSTRUCTIONS		
<small>IN ORDER TO GUIDE THE SUGGESTION AWARDS COMMITTEE IN MAKING FINAL DETERMINATION, YOUR EXPLICIT COMMENTS ARE NECESSARY. "ACTION RECOMMENDED" SHOULD BE COMPLETED. IF TANGIBLE BENEFITS ARE INVOLVED, AN ANALYSIS OF THE ANTICIPATED FIRST YEAR'S SAVINGS SHOULD BE SHOWN. IF TANGIBLE BENEFITS ARE DERIVED, PLEASE INDICATE THE EXTENT OF BENEFIT AND DEGREE OF APPLICATION AS DEFINED IN THE GUIDE ON THE REVERSE SIDE.</small>		
ACTION RECOMMENDED		
ADOPT FOR USE <small>(Date adopted or to be adopted)</small>	FURTHER STUDY REQUIRED <small>(Expected date of completion)</small>	
ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION	<input checked="" type="checkbox"/> REFER SUGGESTION TO <small>(Component)</small> <b>DDI</b>	
DISAPPROVED FOR ADOPTION	ACTION TAKEN AS A DIRECT RESULT OF THIS SUGGESTION <small>(Specify below)</small>	
ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION	OTHER <small>(Specify below)</small>	
ALTHOUGH NOT ADOPTED, STIMULATES AN IMPROVEMENT <small>(Specify below)</small>		
REASON FOR RECOMMENDATION		
<p><b>Suggestion 67-304, which suggests eliminating the right-hand justification of printing, has been reviewed by the Printing Services Division.</b></p> <p><b>The Printing Services Division uses Linotype and Monotype for type composition and the Monophoto and Photon for photocomposition.</b></p> <p><b>In the case of the Linotype, Monotype, and Monophoto, all justification is done automatically by the machine. The Photon (which is operated by computer-produced tape) also produces full length lines as a normal process of the computer program. In no case would there be any advantage, or savings, in producing unjustified material for printing.</b></p> <p><b>The only case where justified margins cost more than unjustified margins is in typewriter and similar composition. Since PSD does none of this kind of composition, the offices that do should be asked to comment on the suggestion. Approximately 80 percent of the printing done by PSD is for the DDI. Various DDI offices use either the regular typewriter, Justewriter, or Verityper for production of material for printing by means of photo offset or direct-image masters, and these offices should be given an opportunity to evaluate this suggestion.</b></p> <p><b>The suggester further states "The popular method of right-justification today is by use of a computer and this Agency is currently spending money to develop implementation plans" and suggests that some of this money be "***used to determine the need for right justification***." So far as is known no money is being spent for computer-justification programs because, as stated above, the only computer justification work done for PSD is done as a normal part of a program already prepared and operational. Thus there is no money to convert to a study of the need for right justification. Since right justification costs no more in our printing operations, we see no need at all for such a study.</b></p>		
DATE	SIGNATURE OF EVALUATION OFFICIAL <small>(Type name and title)</small>	
STATINTL STATINTL	Signed: <span style="background-color: black; color: black;">[REDACTED]</span>	
16 JUN 1967	<b>Chairman, OL Internal Suggestion Awards Panel</b>	
<small>FORM 7-61 244b USE PREVIOUS EDITIONS.</small>		

*BEST COPY*  
*Available*

1 June 1967

25X1A

MEMORANDUM FOR: Executive Secretary  
CIA Suggestion Awards Committee

SUBJECT: Employee Suggestion [REDACTED]

The attached suggestion has been evaluated by the Chief of our Publications Division and has been reviewed by our Panel. Based on the evidence that much of the Agency's and NPIC's printing is already done without right justification, the Panel recommends that this suggestion be declared Ineligible. However, since the suggester has said "I suggest that the Agency stop right-justification of printing" the Panel requests that you take the appropriate action.

25X1A

[REDACTED]  
Chairman, NPIC Suggestion Awards Panel

Attachment:  
Employee Suggestion  
dated 21 Oct 66  
[REDACTED]

25X1A

OL 7 3787

TITLE OR SUBJECT OF SUGGESTION <b>Right justification</b>	CLASSIFICATION <b>Unclassified</b>	SUGGESTION NO. <b>67-304</b>
PRESENT METHOD		
<p>I suggest that the Agency stop right-justification of printing. There is a tradition that right-justified printing represents high quality, and little evidence to support it.</p>		
<p>The choice is between even word spacing and even line length (justified lines) and the weight of evidence is that the readability is improved with the former.*</p>		
<p>The standard method of right-justification by typing is to do the job twice. The first typing reveals the number of spaces left over at the end of each line and the</p>		
I SUGGEST	<p>second typing distributes these spaces between the words of the line, either by hand or by mechanical means (such as that used by the Justewriter).</p>	
<p>A lineotype operator develops the skill to justify lines as he goes. Inevitably this means that the space-loading between words occurs at the right-hand edge of the line. But this expensive hot-type method is being superceded either by typing or by more automatic methods.</p>		
<p>The popular method of right-justification today is by use of a computer and this agency is currently spending money to develop implementation plans.</p>		
<p>Some small part of this money should be used to determine the need for right-justification— need expressed in terms of readability, not in terms of a vote of the "most knowledgeable," <del>the</del> that is, the printing supervisors who are steeped in the tradition of right-justification.</p>		
ADVANTAGES	<p>This proposal is equally valid throughout the government— and industry.</p>	
<p>* "The Case for Unjustified Type," p 32, <u>Reproduction Methods</u>, January 1965.</p>		

FORM 244

USE PREVIOUS EDITIONS

CLASSIFICATION

(47)

CIRCULATING COPY

PART 2 —

12 65

MEMORANDUM FOR: Executive Secretary  
Suggestion Awards Committee

Attached are the comments of our Publications Staff.

  
Director, Economic Research

STATINTL

7 July 1967

(DATE)